



City of Columbus
Mayor Michael B. Coleman

Department of Development Building Services Division

757 Carolyn Avenue
Columbus, Ohio 43224

Construction Industry Communication #CIC-03

POLICY MEMORANDUM

SUBJECT: Lead Time for Joint Inspections

DATE: December 27, 2005

FROM: Charles Boshane, Interim Chief Building Official

Background:

In an effort to minimize delays on the part of the contracting industry and possible removal of newly installed wall board, personnel from the Fire Prevention Bureau and the Building Services Division have held a series of meetings to coordinate the scheduling of their respective inspections. Acknowledging the fact that both the fire alarm and fire suppression systems must be inspected by both groups, a joint inspection with both parties present is the most efficient way to perform said inspections. Because the demand for these inspections is high and current personnel resources are limited, it becomes necessary to schedule these inspections with some lead-time involved. For this reason, the following policy has been put into effect.

Policy:

When a "rough" inspection is needed on a project, the contractor must request the inspection at least 24 hours in advance of the time the inspection is needed. This lead-time will allow both Fire and Building to check on the availability of inspectors, so that both inspectors can perform the inspection the same day. Thus, Building and Fire issues can be addressed during the inspections that take place that day. This policy will go into effect within thirty (30) days of the date on this memo.

This Memo supersedes any and all other previous policy memos pertaining to this subject.